Student Shadowing Permission Form Ballard High School

Visiting Student - please complete this side first



- 8th grade shadowing allowed only during January
- Grades 9-12 shadowing during the year as needed

The Parent/Guardian Permission section **must be completed and signed** by the visiting student's Parent/Guardian **and** the visiting student's Principal/Asst. Principal, then returned to the Ballard HS host student. The Ballard host student will then complete the BHS Teacher and Principal Permission sections and return to the Main Office **at least 3 days before the proposed visit.**

Name of Ballard High School	Student		
Name of Visiting Student		Current Grade:	
Date of Planned Visit	Purpose of Visit		
Visiting Student's Par	ent/Guardian		
authorize Ballard High School deemed necessary to ensure to contact parent/guardian t parent or legal guardian, I ur	o explain the nature of the problem p	e and to arrange for any consultation to my student. Every effort will be made prior to any involved treatment. As ponsibility for payment of any services	
Parent/Guardian	Signature	Date	
Daytime Phone	Home Phone	Mobile	
Other person to call in case	of emergency		
Emergency Information			
Physician's Name and Phone	Number		
Preferred Hospital			
Insurance – Name of Compa	ny and Policy Number		
Medications in use			
Visiting Student's Cur	rent Principal/Assistant Prin	ncipal	
This student is in	good standing.		
This student is no	t in good standing. We do not recomn	nend this visit to Ballard High School.	
Principal/Assistant Principal'			
(Please also attach a busine	ss card to this form.)		
School Name	Contact F	Phone	

Once this side of the form is completed, please give it to the Ballard HS host Student

BHS Teacher and Principal Permission

Name of BHS Student

- 8th grade shadowing allowed only during January
- Grades 9-12 shadowing during the year as approved by Ballard HS administration

The Visiting Student's Parent/Guardian Permission and Principal/Assistant Principal section on the previous page **must be completed before** the Ballard High School Teacher and Principal/Assistant Principal Permission section below. Student visitors must adhere to the following guidelines and secure permission **at least 3 days prior to a proposed visit**.

- 1. Shadowing is **not allowed** in the first and last weeks of each semester (with the exception of 8th graders in January), the week of Thanksgiving, the week before Winter, Mid-Winter, and Spring Breaks (with the exception of 8th graders in January), and on formal test days (no shadowing during January finals: January 23, 26, and 27).
- 2. The Student Visitor must have Parent/Guardian permission to be absent from their current school.
- 3. The Student Visitor must have an administrator of their school sign the permission form.
- 4. The Student Visitor must sign in at the Main Office, present picture ID, and wear a Visitor Pass at all times while on the Ballard HS campus.
- 5. The Student Visitor must be in the company of the host Ballard Student the entire day.
- 6. The Host Student must have obtained teachers' permission for a guest to sit in on classes.
- 7. The Student Visitor must attend class with their host and must follow the same student Code of Conduct as a Ballard High School student.

Ballard High School reserves the right to deny permission for visits when deemed appropriate.

Name of Visitor			
Date of Planned Visit			
Ballard High School Teacher Approval			
Period 1	Period 4		
Period 2	Period 5		
Period 3	Period 6		
Ballard Principal/Assistant Principal Signature		Date	

Return fully completed forms to the Ballard HS Main Office at least 3 days prior to visit. Thank you.